

How to open WordPad

 [Print this guide](#)

WordPad is part of the Microsoft Windows operating system.

Follow these step-by-step instructions on how to open WordPad

This article assumes that you have a PC with Windows 7 installed.

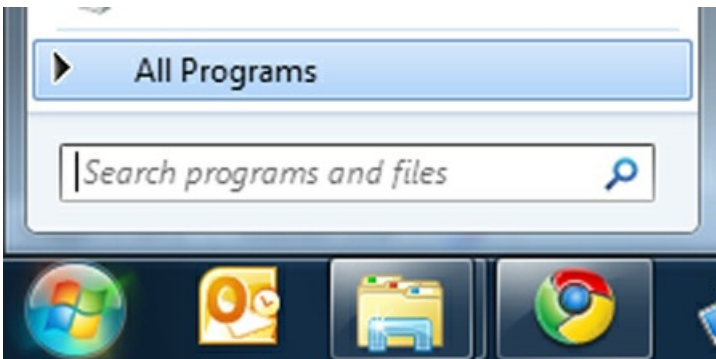
There are two ways to open WordPad:

Method 1

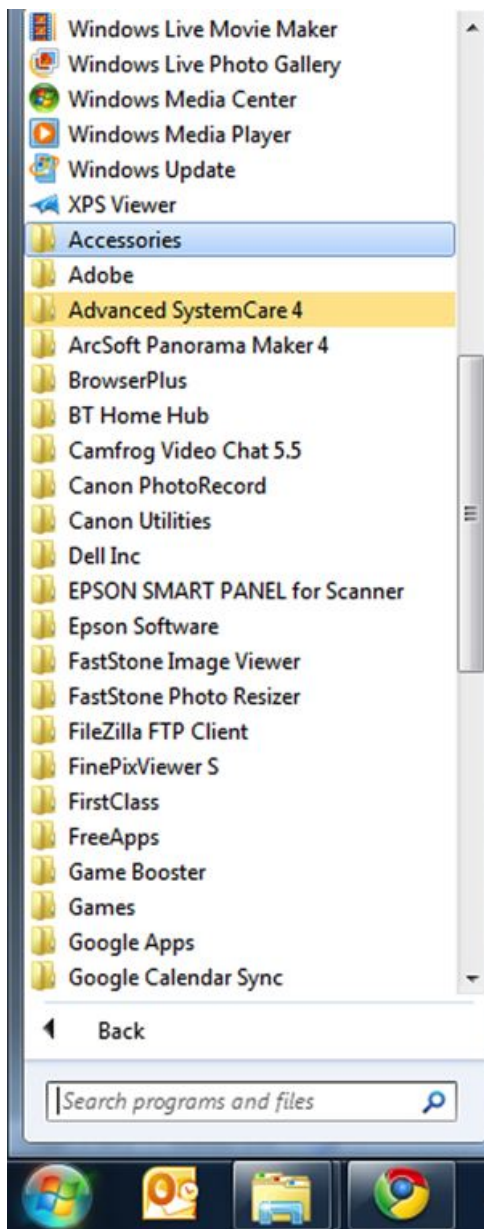


Step 1: Click on the 'Windows' button at the bottom left-hand corner of your screen.

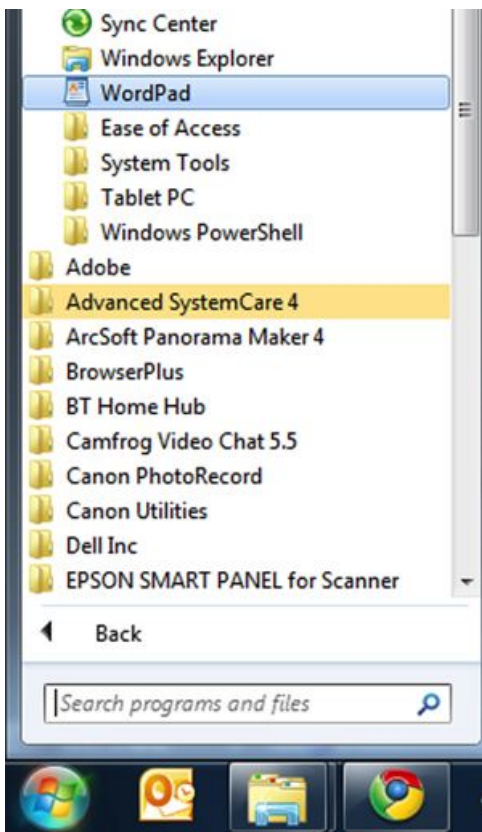
Step 2: In the menu that appears, click **All Programs:**



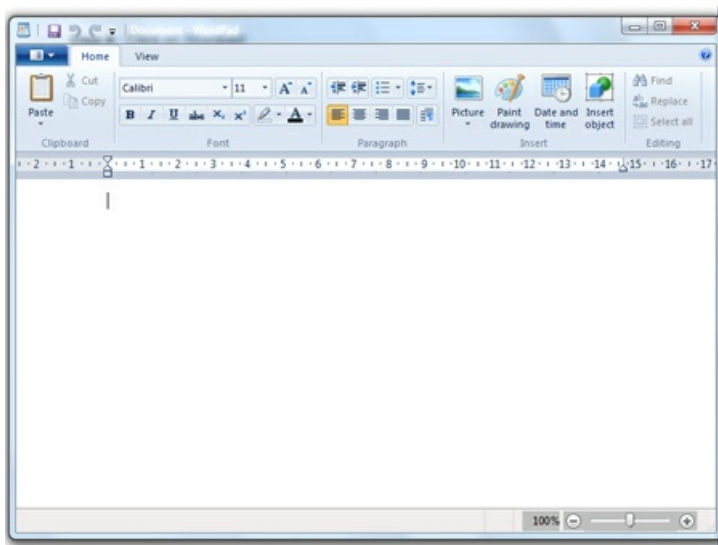
Step 3: In the new menu, click **Accessories:**



Step 4: In the Accessories sub-menu, click **WordPad**:



Step 5: The WordPad window now opens and you can begin using the program:



Method 2

Step 1: Click on the 'Windows' button at the bottom left-hand corner of your screen (as **Step 1** above).

Step 2: Type 'WordPad' into the search box:



Step 3: Find 'WordPad' in the search results, under 'Programs':



Step 4: Click on this and the WordPad window opens (as in **Step 5** above)

Done!

Updated November 2023

Next steps

 [How to use WordPad](#)

See what our learning courses are like

Try our free "Digital Essentials" course
